

EMPLOYEE NAME: _____

Revised: 7/02; 7/07; 10/07; 7/08; 8/12; 10/12

Revised:10/12

JOB DESCRIPTION

POSITION TITLE: Secretary V	FLSA: Non-Exempt
DIVISION: Academic	PAY GRADE: Rank V (C05)
DEPARTMENT: Curriculum, Instruction & Assessment	SALARY SCHEDULE: Office Clerical/Technician Annual
REPORTS TO: Supervisors Health, Physical Education, and Social Studies (K-12)	WORK DAYS: 240
	JOB CODE: 0370
PRIMARY FUNCTION: Provides secretarial and clerical support for Health, Physical Education, & Social Studies Department	

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: NONE
3. Experience: 2 years clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities, must be able to lift 50 lbs.
5. Knowledge, Skills, & Abilities: Written and oral communication; Word; Excel; Outlook; Copier; Laminator; Poster Maker

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Maintains records of all expenditures, manages multiple budgets and performs bookkeeping responsibilities.
3. Maintains positive and timely telephone communications among central office, school personnel, and community.
4. Opens, reads and routes all mail/e-mail and handles correspondence in a timely manner.
5. Maintains calendars and scheduled meetings and appointments for supervisors.
6. Prepares materials and gathers supplies needed for trainings/meetings.
7. Compiles all required monthly, quarterly, annual reports and submits to appropriate agencies in timely manner.
8. Prepares purchase orders, performance contracts, contract remittance forms, orders office supplies.
9. Makes arrangements for supervisors travel and reimbursement (local, in-state, and out-of-state) and completes processing to financial service dept.
10. Promotes positive relationships with local school personnel, central office staff, parents and general public.
11. Assists supervisors in quarterly and on-going projects.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____